DATABASE INSTALLATION

The database must be installed on your hard drive or network server for full functionality.

Step 1 Use *Windows* to create a new folder to store the database.

Step 2 Run the "Database Setup" file from the CD.

Step 3 Browse to select the new folder created in Step 1, then press the Unzip button to install (may take a few minutes).

Step 4 When the Unzip process is complete, close the Zip dialogue box and open the database by opening the *MS Access* application in the newly created database folder.